



# ALABAMA REAL ESTATE APPRAISERS BOARD

P. O. Box 304355

Montgomery, Alabama 36130-4355

Robert J. Bentley  
Governor

Lisa Brooks  
Executive Director

## ANNUAL FEE NOTICE

August 1, 2014

Dear Licensee:

Annual license fees are payable during the month of September each year. **PLEASE READ THE DIRECTIONS FOR COMPLETION OF THIS RENEWAL REQUEST CAREFULLY.**

**DO NOT SEND** evidence of Continuing Education this year. Hold your transcripts until September 2015, when you must submit proof of **twenty-eight (28)** hours of continuing education completed between October 1, 2013 and September 30, 2015. At least **seven (7)** of said hours should be approved (AQB & Board) USPAP **update. September 30 postmarks will be honored.** **Please call if we can provide assistance.**  
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### **ANNUAL LICENSE FEES PAYABLE DURING SEPTEMBER, 2014**

\_\_\_\_\_ **State Registered Real Property Appraiser Annual License Fee** \$335.00

\_\_\_\_\_ **\*\*Delinquent Charge If Not Received By September 30, 2014** \$ 50.00  
**(Illegal to do appraisals after this date until all fees are paid.)**

\_\_\_\_\_ **Late Fee After October 10, 2014** \$250.00

\_\_\_\_\_ **Additional late fee after March 31, 2015 is \$50 per calendar month**

**NAME (Please print)** \_\_\_\_\_

**LAST FOUR DIGITS OF YOUR S.S.#:** \_\_\_\_\_

**LICENSE/CERTIFICATION NUMBER** \_\_\_\_\_

**PREFERRED MAILING ADDRESS** \_\_\_\_\_

**RESIDENT ADDRESS** \_\_\_\_\_

**PHYSICAL ADDRESS FOR BUSINESS** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

**TELEPHONE (work)** \_\_\_\_\_ **TELEPHONE (home)** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **LICENSE RENEWAL REQUEST WILL BE RETURNED WITHOUT THE FOLLOWING:**

- \* All Blanks Completed On This Form
- \* Check Enclosed For Proper Fee
- \* Citizenship Affidavit **(if not already provided)**

### PROOF OF U.S. CITIZENSHIP

Proof of U.S. Citizenship or legal presence must be provided for all license renewals. If you have not already sent your verification documentation into the Board, your renewal will not be completed until the documentation is received. See next page for a list of acceptable documentation.

Please select one of the following statements to proceed with your renewal:

- 1)\_\_\_\_\_ I have already provided this information to the Board.
- 2)\_\_\_\_\_ Documentation is attached.
- 3)\_\_\_\_\_ I will submit documentation to the Board within 10 business days. I understand that failure to do so will prevent my license from being renewed.

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License Type

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Signature of Licensee

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Printed Name of Licensee

## **CITIZENSHIP/LEGAL PRESENCE DOCUMENTS – US CITIZEN**

**You must submit a legible photocopy or a copy in a digital or other electronic format of one of the documents listed below with your application to prove legal presence**

- Alabama Driver's License or Identification issued by Department of Public Safety
  - Driver's License from other state that required proof of lawful presence
  - Birth Certificate indicating US birth
  - Valid US Passport
  - Military Identification showing US as place of birth
  - Naturalization documents
  - Certificate of citizenship
  - Consular report of birth abroad of US citizen
  - Bureau of Indian Affairs identification
  - American Indian Card issued by Homeland Security
  - Final adoption decree showing person's name and place of US birth
  - A valid Uniformed Services Privileges and Identification Card
  - Extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
  - Certification of birth issued by U S Department of State
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## **CITIZENSHIP/LEGAL PRESENCE DOCUMENTS - NON US CITIZEN**

**You must submit a legible photocopy or a copy in a digital or other electronic format of one of the documents listed below with your application to prove legal presence**  
**If there is a back side to any of the documents listed below, you must send both sides**

- I-327 Re-entry Permit
- I-551 Permanent Resident Card
- I-571 Refugee Travel Document
- I-766 Employment Authorization Card
- I-94 Arrival/Departure Record
- Unexpired Foreign Passport
- Temporary I-551 Stamp (on passport or I-94)
- I-20 Certificate of Eligibility for non-immigrant (F-1) student status
- DS 2019 Certificate of Eligibility for Exchange Visitor (J-1) status
- Machine readable immigrant Visa (with temporary I-551 language)